



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
Washington, D.C. 20224

SMALL BUSINESS/SELF-EMPLOYED DIVISION

July 18, 2007

Control No: SBSE-04-0707-029
Expires: July 18, 2008
Impacted IRM: 4.23.3.10.3
4.23.10.12.4

MEMORANDUM FOR EMPLOYMENT TAX TERRITORY MANAGERS, GROUP
MANAGERS AND SPECIALISTS

FROM: Howard F. Swarts /s/ *Howard F. Swarts*
Acting Chief, Employment Tax Program

SUBJECT: No Change Cases

The purpose of this memorandum is to provide guidance on closing employment tax cases as "no change". This memorandum serves as interim guidance. The above impacted IRM sections will be updated to reflect these procedures by July 18, 2008.

Effective immediately, examiners should control all four quarters of Form 941 when an examination covers the entire year. This applies even if the case results in a no-change. This will more accurately reflect the audit work conducted when the examination covers an entire calendar year. The survey procedures discussed in the IRM sections above should be disregarded.

The above guidance is effective immediately. If you have any questions, please contact Rick Schampers, Senior Program Analyst.

cc: www.irs.gov